

**NER APPLICATION  
SAMPLE WORK EXPERIENCE AND ACQUIRED COMPETENCY STATEMENT**

**Personal Details:**

**Mailing Address (preferred):**

**Contact details (preferred):**

Phone (BH):

Phone (AH):

Mobile Phone:

E-mail:

*In your work experience statement you are required to demonstrate that you have accumulated a minimum of 5 years of professional engineering experience in the 7 years prior to applying for registration on the NER relevant to the area(s) of practice in which you are seeking registration.*

*Briefly describe your professional engineering work – written in reverse chronological order with your most recent and relevant experience first.*

*If you have had a lengthy career, the earlier positions may be summarised briefly or grouped together.*

*Use your work experience statement to complete the competency self-assessment checklist by ticking the relevant column for either “High”, “Moderate” or “Low” for those activities/attributes /competencies you have been able to give examples for in your work experience statement . Comments may be added, as applicable, but this is not necessary.*

**Note:** *your acquired competency for some activities/attributes /competencies may be able to be confirmed either at the interview or with your referees.*

*The completed competency checklist should be forwarded with your work experience statement.*

*In writing your key achievements, you may find the SBO model useful:*

*S = Situations, problems or opportunities you faced*

*B = Behaviour, the actions you took to address the situation, innovation and creativity*

*O = Outcome you achieved.*

## EMPLOYMENT HISTORY

Show your most relevant positions. For each position show:

### POSITION TITLE

Employer name:

Location/address

*Provide a brief description of your role and responsibilities for each position, including your key achievements in that position. Key achievements include the engineering tasks you have undertaken/projects you have worked on that reflect your competencies (i.e. skills, knowledge and abilities) and accomplishments, for example:*

- *projects, products or services you have worked on*
- *quality improvements*
- *initiatives you have implemented*
- *specialist skills or knowledge you have used*
- *extra duties undertaken.*

### Referees

Your referees:

- *must have known you for at least twelve (12) months*
- *must have an engineering qualification, and at least 5 years' experience in your area(s) of practice*
- *should be your supervisor (or an equivalent senior colleague)*
- *should preferably be a chartered member of EA.*

*One referee ought to be from your current employer. The other referee should preferably come from your current employer if you have been with the same employer for more than 5 years. If not, the other referee may be from a previous employer where you were within 5 years prior to lodgement of your application. The referee can be a mentor, but cannot be a friend, from your workplace.*

### Referee

*(provide these details for each referee)*

Name:

Title:

Employer:

Position:

Phone:

Email:

Work Relationship:

Duration of Relationship:

*In exceptional circumstances, if for a genuine reason (e.g. relocation of a potential referee or you recently moved from overseas) you are unable to provide referee details you may submit a properly witnessed Statutory Declaration in lieu of a referee statement. The Statutory Declaration should state that your work experience and acquired competency statement represents an accurate reflection of your career history.*

*Engineers Australia reserves the right in some circumstances not to accept a Statutory Declaration.*

**PLEASE COMPLETE AND ATTACH THESE PAGES TO YOUR WORK EXPERIENCE STATEMENT**

**Acquired Competency Self-Assessment Checklist**

*Your written work experience and acquired competency statement should be relevant to your specified period of work experience and drawn from tasks in particular work practice contexts to show your knowledge, skills and abilities in four competency areas of :*

- (i) Personal commitment (People skills)*
- (ii) Value in the Workplace (Business Skills)*
- (iii) Obligation to the Community (Operational expertise)*
- (iv) Technical Proficiency (Technical Skills)*

*Focus on the competencies you have acquired i.e. draw on the particular skills, knowledge and abilities you used in performing tasks in particular work practice contexts.*

*Tick (✓) the relevant column for either “High”, “Moderate” or “Low” for those activities/attributes/competencies /you have been able to give examples for in your work experience statement. Comments may be added, as applicable, but this is not necessary.*

| Acquired Competency                        | High | Moderate | Low | Explanation  | Comments<br>For clarification only (optional) |
|--|------|----------|-----|--|---|
| <b>Personal commitment = People Skills</b> |      |          |     |  |   |
| Deal with ethical issues                   |      |          |     | Will be confirmed in interview and with referees   |   |
| Practise competently                       |      |          |     | EA's Code of Ethics requires members to practise competently by maintaining and developing their knowledge and skills. requirement.<br>Mark as High if you have met the CPD requirement. |   |
| Responsibility for engineering activities  |      |          |     | The assessor will determine this from the descriptions you give in your work experience statement  |   |

| Obligation to the community = Operational Expertise |  |  |  |  |  |
|---|--|--|--|--|--|
| Develop safe and sustainable solutions              |  |  |  | Give an example/examples in work experience statement  |  |
| Engage with relevant community and stakeholders     |  |  |  | Give an example/examples in work experience statement  |  |
| Identify, assess and manage risks                   |  |  |  | This element can be met if you work in a firm with a third party audited risk management/ work practice management system or you demonstrate compliance by completing the Professional Practice Management checklist. Mark as High if you can demonstrate one of the above |  |
| Meet legal and statutory requirements               |  |  |  | Give an example in your work experience statement  |  |

| <b>Value in the Workplace = Business Skills</b> |  |  |  |   |  |
|---|--|--|--|---|--|
| Communication                                   |  |  |  | Will be confirmed in interview and with referees  |  |
| Performance                                     |  |  |  | Will be confirmed with your referees  |  |
| Taking Action                                   |  |  |  | Give an example/examples in your work experience statement  |  |
| Judgement                                       |  |  |  | The assessor will determine this from the descriptions you give in your work experience statement |  |
| <b>Technical Proficiency = Technical Skills</b> |  |  |  |   |  |
| Advanced engineering knowledge                  |  |  |  | Give an example/examples in your work experience statement  |  |
| Local engineering knowledge                     |  |  |  | Give an example/examples in your work experience statement  |  |
| Problem analysis                                |  |  |  | Give an example/examples in your work experience statement  |  |
| Creativity and innovation                       |  |  |  | Give an example/examples in your work experience statement  |  |
| Evaluation                                      |  |  |  | Give an example/examples in your work experience statement  |  |